

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER 09/22/2015		2 CONTRACT NO. (if any) EP-W-11-010		6 SHIP TO a NAME OF CONSIGNEE Kevin Nelson, TO COR	
3 ORDER NO 0056		4 REQUISITION/REFERENCE NO See Schedule			
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b STREET ADDRESS USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue NW Mail Code: 1807T	
7 TO (b)(4)				c CITY Washington	e ZIP CODE 20460
a NAME OF CONTRACTOR SRA International, Inc.				f SHIP VIA	
b COMPANY NAME				8 TYPE OF ORDER	
c STREET ADDRESS 4300 FAIR LAKES COURT (b)(4)				<input type="checkbox"/> a PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d CITY FAIRFAX		e STATE VA	f ZIP CODE 220334232	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet if any, including delivery as indicated	
9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10 REQUISITIONING OFFICE OA/OP	

11 BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a SMALL <input checked="" type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB				12 FOB POINT Destination	
13 PLACE OF a INSPECTION b ACCEPTANCE		14 GOVERNMENT B/L NO		15 DELIVER TO FOB POINT ON OR BEFORE (Date)	
				16 DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order #0056: Smart Growth IDIQ Contract EP-W-11-010 Evaluating the Sustainability of State and Federal Facility Siting Opportunities TUCOR: Kevin Nelson Max Expire Date: Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(h) TOTAL (Cont pages)
	21 MAIL INVOICE TO						
	a NAME RTP Finance Center						\$38,324.00
	b STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$38,324.00
c CITY Durham			d STATE NC	e ZIP CODE 27711		17(i) GRAND TOTAL	

22 UNITED STATES OF AMERICA BY (Signature)		09/22/2015	23 NAME (Typed) Stefan Martiyan TITLE CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO

09/22/2015

EP-W-11-010

ORDER NO

0056

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>12/15/2015</p> <p>Admin Office: H90D US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Period of Performance: 09/22/2015 to 12/15/2015</p> <p>The contractor shall provide the required support services and deliverables in accordance with the Task Order Statement of Work and the contractor's proposal dated 3 September 2015.</p> <p>Award Type: Cost-plus-fixed-fee Total Estimated Cost: \$(b)(4) Fixed Fee: \$(b)(4) Term Form</p> <p>Requisition No: PR-CA-15-00156, PR-CA-15-00214</p> <p>Accounting Info: 14-15-BR-11WCX11-301MA4-2505-1511W4115 C-001 BFY: 14 EFY: 15 Fund: BR Budget Org: 11WCX11 Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1511W41150-001 Funding Flag: Complete Funded: \$29,989.00</p> <p>Accounting Info: 14-15-BR-11WCX11-301MA4-2505-1511W5107 9-001 BFY: 14 EFY: 15 Fund: BR Budget Org: 11WCX11 Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1511W51079-001 Funding Flag: Complete Funded: \$4,500.00</p> <p>Accounting Info: 15-16-B-11W-301MA4-2505-1511W51079-002 BFY: 15 EFY: 16 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1511W51079-002 Funding Flag: Complete Continued ...</p>				38,324.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$38,324.00	

PAGE NO

3

IMPORTANT. Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO	
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09/22/2015

EP-W-11-010

ORDER NO

0056

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funded: \$3,635.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4-7-66)

Prescribed by: GSA F A R (48 C F R) 52.2130:

## **Statement of Work**

Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011

RFO Number: #0056

**I. TITLE: Evaluating the Sustainability of State and Federal Facility Siting Opportunities**

**II. PERIOD OF PERFORMANCE:**

From: Date of award

To: December 15, 2015

**III. BACKGROUND**

EPA and GSA have developed the Smart Location Calculator (SLC) to examine the impact of facility location on environmental outcomes associated with commuting to and from government buildings. This web based tool allows a user to input current or potential facility locations and quickly see projected greenhouse gas emissions, vehicle miles traveled, and share of commuting trips by transit for each site—all indicators of sustainability. For this project the Contractor shall use the tool as the basis for a pilot evaluation of current state and federal facility assets. The Contractor shall work collaboratively with Federal, state and regional agency partners in a single region to explore alternatives for shifting toward a portfolio of real estate assets that better aligns with existing regional sustainability plans. The Calculator will be used to evaluate a current portfolio of real estate assets within a geographic region identified by EPA and GSA. The Fresno/Sacramento region has adopted Sustainable Communities Strategies<sup>12</sup>, that guide long range planning with greenhouse gas emission reduction goals and a specific future land use vision that identifies priority areas targeted for growth.

The Federal government has a long-standing interest in coordinating its real estate decisions with local governments, to find ways to leverage Federal investing with local economic development and sustainability plans. In addition to being sound planning practice, Federal agencies are directed to do so under Executive Orders 12072, 13006, and 13693 – which, collectively, direct agencies to collaborate with local officials to make siting decisions that promote efficient use of local infrastructure, reduce greenhouse gas emissions, and support local planning efforts. GSA and EPA developed the SLC to assist in this effort. Likewise, the work envisioned under this statement of work would support these goals.

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<sup>1</sup> <http://www.fresnocog.org/sustainable-communities-strategy-development-and-outreach>

<sup>2</sup> <http://sacog.org/mtpscs/>

For planning purposes, EPA and GSA are considering first focusing on the Fresno/Sacramento region as a pilot for using the calculator. This will be confirmed once a contractor is selected under this task order.

#### **IV. PURPOSE AND OBJECTIVE**

EPA and GSA are collaborating through this task order to develop and implement a process by which federal facility locations are evaluated according to a list of sustainability metrics. Through the Smart Location Calculator, federal staff working with local stakeholders will have a clear and focused process for identifying opportunities for strengthening federal facilities selecting sites based on critical data. By collecting and analyzing data related to the reduction of carbon footprint, growth projections, in addition to local transit data and opportunities for facilities related to transit oriented development along with information on property acquisition and leasing, a community will be able to better understand the opportunities that exist for enhancing sustainability.

To achieve a high level of analysis, EPA and GSA are partnering with national transportation and planning consultants to facilitate a conversation with a local team about data generated through the use of the Smart Location Calculator. Results and lessons learned from activity under this statement of work will help to inform and coordinate future Federal planning efforts with regional partners.

This task is intended to be the first in a series of applications of the Smart Location Calculator to generate a robust conversation about evaluating federal property at the local level through a facilitated conversation and summary memo.

#### **V. QUALITY ASSURANCE (QA) REQUIREMENTS**

Check [ ] Yes if the following is required or [x] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

#### **VI. TASKS AND DELIVERABLES**

The TOPO will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TOPO's comments. The Contractor shall provide the TOPO with copies of all deliverables as requested in the Task Order.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of

the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

### **Task One –Smart Location Calculator Overview**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall work with EPA and GSA to provide technical assistance using the Smart Location Calculator tool in partnership with GSA regional staff, a state department of general services, and staff from metropolitan planning organization/regional council of governments.

The data to be analyzed will include both Federal facilities identified by GSA staff and state/local facilities identified by the local partners. A significant component of understanding and using the tool is to gather data from local partners and batch it through the Smart Location Calculator. The process for collecting and analyzing this data will be reviewed with the Contractor.

To prepare for providing this technical assistance, the Contractor shall become familiar with the Smart Location Calculator through a demonstration provided by staff from GSA and assistance from EPA staff. It is the intent that the Contractor shall understand how the tool works, how it can be applied, and ultimately organize ideas and data related to the application of the calculator. The expectation is that the contractor shall have a good overall working knowledge of the tool, yet not be expected to run all aspects of the tool on their own.

Within a week of the task order being executed, the Contractor shall participate in a kick-off call with staff from GSA and EPA to review the project and discuss benchmarks.

This task will focus on GSA running elements of the calculator based on data that is only federally available, and collaborating with the Contractor. Given the timeframe and nature of the task, the process for information exchange among the Contractor, GSA, and EPA will include a webinar to review the elements of the calculator, answer any questions and review the project. This meeting shall occur within three weeks from the date the Task Order is executed.

As part of this understanding the Contractor shall prepare a 2-page memo to EPA and GSA explaining their critique and feedback about the model. This memo shall be delivered within two weeks of the webinar where the federal team will introduce the tool to the Contractor.

A secondary aspect of this meeting is for the Contractor to participate in a conference call with the project team. The project team will include staff from EPA, GSA, and representatives from the community or regional partner. Prior to the kick off call, EPA and GSA will determine the regional partner for the pilot, and identify a list of Federal and state participants in the pilot. An agenda for this discussion will be developed by EPA and GSA, with the purpose focused on discussing the scope of using the tool to address core issues in Fresno/Sacramento. The local project team will provide some site specifics, but a majority of that discussion will occur in Task Two.

Within three weeks of the on-site meeting, the Contractor shall develop a brief two-to-three page template memo (or short Microsoft PowerPoint presentation) describing (or illustrating)

their approach to using the tool to evaluate opportunities for better alignment of siting decisions with regional sustainability plan objectives. The memo shall also describe approaches to managing data on potential construction, acquisition or lease locations provided by regional GSA staff and the state agency partner. This will include organization of key GIS files and/or incorporating data tables with addresses into GIS files. Additionally, the Contractor shall describe (or illustrate) how the results produced by the Calculator tool will be summarized and presented to the workshop participants.

### **Task Two – Preparation for the On Site Workshop**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Within two weeks of receiving comments from EPA and GSA on the template memo, the Contractor shall make necessary adjustments to the template for presenting results from the calculator tool and participate in a second conference call with the project team. For framing purposes, GSA will collect data and batch process it through the calculator and the Contractor will use this information to create an analysis to better understand local conditions.

The purpose of the call will be to:

1. Identify participants for an on-site workshop;
2. Discuss the most critical regional and local planning documents (provided by the local partner) that the analysis of siting opportunities should consider; and
3. Discuss any barriers or controversies the process should take into account and discuss on site workshop logistics i.e. agenda, timeline, location. The local partner will be responsible for securing a venue and handle all the logistics such as invites, refreshments, seating, and audio-visual equipment.

The workshop shall be scheduled within six weeks from the execution of the Task Order.

Following the call, the Contractor will receive the location data from EPA for the specific sites under consideration. Upon receipt of the data (either tabular with addresses or in a GIS file) the Contractor shall begin using the result from the tool to analyze and summarize the transportation related emission and energy consumption characteristics of the various sites. Data will include: location, leasing information, and ownership. Each of these components will be considered as part of the overall sustainability of the particular site according to the metrics identified through the calculator. Note: All data points relating to Federal facilities, both leased and owned, will be supplied solely by GSA and no such data will be released or added to by the contractor without GSA approval.

Two weeks prior to the on-site workshop the Contractor shall participate in a third call with the project team. The purpose of this call will be to:

1. Discuss the framework and analysis that will be presented at the workshop;
2. Discuss any changes or additions to the data provided to the Contractor by EPA and GSA; and
3. Finalize the participant list and logistics for the workshop.

### **Task Three – On Site Workshop**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall travel to the workshop location to deliver the analysis and facilitate a discussion of its implications with the project team in a half-day workshop. The agenda will include:

1. Remarks by senior leadership from local partner agencies;
2. A presentation by local partner staff describing the specific sustainability priorities and goals contained within the regional plan referred to in the background section of the SOW;
3. A presentation by the Contractors of the analysis of sustainability opportunities related to facility location; and
4. Group discussion and next steps.

### **Task Four – Follow Up**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Within two weeks of the workshop, the Contractor shall prepare a draft three to five page Summary Memo describing the proceedings of the workshop. EPA will consolidate comments from GSA and local partners and provide a document with one set of mark-ups and comments. Within two weeks of receipt of the draft with comments, the Contractor shall prepare a final Summary Memo. This memo will focus primarily on how the tool can be applied to other metropolitan areas for application and duplication. Lessons learned from the application in the Fresno region will be highlighted in this memo with suggestions and ideas for how to efficiently gather data, run it through the Calculator, and assess the results for a variety of other communities. Focusing on potential variations in community cohort such as capacity, technical knowledge and ability for implementing the results will be considered. Specifics about this memo will be discussed as the project progresses.

## VII. SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1a	Kick off call (#1)	One 1-hour conference call	Within a week of task order execution
1b	Participate in a webinar to better understand the tool	Webinar	Within three weeks of the task order execution
1c	Understanding and feedback memo	Two page memo in Microsoft Word	Within two weeks after the webinar
1d	Template memo/presentation	Two to three pages in Microsoft Word, or a few slides in PowerPoint	Within three weeks of the on-site meeting
2a	Calls #2 and #3 with planning team	Two 1-hour conference calls	#2: within 2 weeks of receiving comments and #3: 2 weeks prior to the workshop
2b	Make adjustments to the template	Memo or PowerPoint depending on agreed format	Between call #2 and #3
3a	Attend and Facilitate Workshop	Travel and attend workshop (2 people)	Date of workshop
3b	Prepare and deliver presentation	20 PowerPoint slides	Final version due for the workshop, with consultation from EPA and GSA
4a	Draft Summary Memo	3-5 pages, Microsoft Word	Within two weeks of the workshop
4b	Final Summary Memo	3-5 pages, Microsoft Word	Within two weeks of receipt of comments from EPA

## VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, Office 2013, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachments

Preferred presentation format: Power Point, Office 2013

Preferred portable format: Adobe Acrobat

Preferred GIS files: ERSI compatible (GDB, not a KML)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE		PAGE OF PAGES 1 3	
2 AMENDMENT/MODIFICATION NO 001		3 EFFECTIVE DATE 12/08/2015		4 REQUISITION/PURCHASE REQ NO PR-OA-16-00037	
5 PROJECT NO (if applicable)		6 ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Amel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7 ADMINISTERED BY (if other than Item 6) CODE	
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232		(x) 9A AMENDMENT OF SOLICITATION NO		9B DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A MODIFICATION OF CONTRACT/ORDER NO EP-W-11-010 0056 10B DATED (SEE ITEM 13) 09/22/2015	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (if required) Net Increase: \$3,950.00  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
	D OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings including solicitation/contract subject matter where feasible)

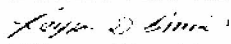
DUNS Number: (b)(4)  
Task Order #0056: Smart Growth IDIQ Contract EP-W-11-010  
Evaluating the Sustainability of State and Federal Facility Siting Opportunities

The purpose of this unilateral modifications is as follows:

- (1) To issue a change order and to instruct the Contractor to perform in accordance with the attached revised Statement of Work (SOW);
- (2) To incorporate a revised SOW dated December 8, 2015 (7 pages);
- (3) To change the performance end date to January 29, 2016;
- (4) To obligate \$3,950.00 to the base period;

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print)		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rayna Brown	
15B CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C DATE SIGNED	16B UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C DATE SIGNED 12/08/2015

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-010/0056/001	PAGE 2 OF 3
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NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(5) To modify the total obligation/funding amount; and</p> <p>(6) To modify and indicate the cost/fee allocation associated with the obligation/funding.</p> <p>The Contractor shall perform in accordance with the incorporated revised SOW herein and submit a request for an equitable adjustment in accordance with the FAR 52.243-2 Changes-Cost Reimbursement (Aug 1987) Alternate I (Apr 1984) clause. This revised SOW hereby supplants the previous SOW. This change is issued pursuant to clause G.4 Task Orders Issued Under Multiple Award Contracts (A)(1)(iii) as a logical follow-on.</p> <p>The total obligation/funding amount is hereby changed from \$38,324 to \$42,274.00. This order is hereby fully funded in accordance with the FAR 52.232-20 Limitation of Cost (Apr 1984) clause. The performance period for this task order is established pursuant to the FAR 52.216-22 Indefinite Quantity clause.</p> <p>Total Estimated Cost: \$(b)(4)</p> <p>Total Estimated Fixed Fee: \$(b)(4)</p> <p>Total Estimated Cost-Plus-Fixed-Fee: \$42,274.00</p> <p>This order is for non-severable services.</p> <p>Administrative Contracting Officer (CO): Stefan Martiyan (202) 564-1987 martiyan.stefan@epa.gov</p> <p>All other terms and conditions remains unchanged and in full force and effect.</p> <p>The Contractor hereby acknowledges receipt of this change order by signing and dating below:</p> <p>_____ Print Name and Title</p> <p>_____ Signature</p> <p>_____ Date</p> <p>TOCOR: Kevin Nelson Max Expire Date: 12/15/2015</p> <p>LIST OF CHANGES:</p> <p>Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-01C/0056/001	PAGE 3	OF 3
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NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Change Order</p> <p>Period Of Performance End Date changed from 15-DEC-15 to 29-JAN-16 Total Amount for this Modification: \$3,950.00</p> <p>New Total Amount for this Version: \$42,274.00 New Total Amount for this Award: \$42,274.00 Obligated Amount for this Modification: \$3,950.00 New Total Obligated Amount for this Award: \$42,274.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$38,324.00 to \$42,274.00 Obligated Amount for this modification: \$3,950.00 End Date changed from 15-DEC-15 to 29-JAN-16</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD EPA WEST Amount changed from \$38,324.00 to \$42,274.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-11W-301M43-2505-1611WS1099-001 Beginning Fiscal Year 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 11W Program (PRC) 301M43 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1611WS1099-001 Quantity: 0 Amount: \$3,950.00 Percent: 9.3438 Subject To Funding: N</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 09/22/2015 to 01/29/2016</p>				

## **Statement of Work**

Contract Number: EP-W-11-010

Task Order Number: 0056 Modification No. 001

December 8, 2015

**I. TITLE:** Evaluating the Sustainability of State and Federal Facility Siting Opportunities

**II. PERIOD OF PERFORMANCE:**

As expressed in the task order.

**III. BACKGROUND**

EPA and GSA have developed the Smart Location Calculator (SLC) to examine the impact of facility location on environmental outcomes associated with commuting to and from government buildings. This web based tool allows a user to input current or potential facility locations and quickly see projected greenhouse gas emissions, vehicle miles traveled, and share of commuting trips by transit for each site—all indicators of sustainability. For this project the Contractor shall use the tool as the basis for a pilot evaluation of current state and federal facility assets. The Contractor shall work collaboratively with Federal, state and regional agency partners in a single region to explore alternatives for shifting toward a portfolio of real estate assets that better aligns with existing regional sustainability plans. The Calculator will be used to evaluate a current portfolio of real estate assets within a geographic region identified by EPA and GSA. The Fresno/Sacramento region has adopted Sustainable Communities Strategies<sup>12</sup>, that guide long range planning with greenhouse gas emission reduction goals and a specific future land use vision that identifies priority areas targeted for growth.

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For planning purposes, EPA and GSA are considering first focusing on the Fresno/Sacramento region as a pilot for using the calculator. This will be confirmed once a contractor is selected under this task order.

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<sup>2</sup> <http://sacog.org/mtpscs/>

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To achieve a high level of analysis, EPA and GSA are partnering with national transportation and planning consultants to facilitate a conversation with a local team about data generated through the use of the Smart Location Calculator. Results and lessons learned from activity under this statement of work will help to inform and coordinate future Federal planning efforts with regional partners.

This task is intended to be the first in a series of applications of the Smart Location Calculator to generate a robust conversation about evaluating federal property at the local level through a facilitated conversation and summary memo.

This statement of work is being modified to expand the level of effort for the workshop described in Task 3.

#### **V. QUALITY ASSURANCE (QA) REQUIREMENTS**

Check [ ] Yes if the following is required or [X] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

#### **VI. TASKS AND DELIVERABLES**

The TOPO will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TOPO's comments. The Contractor shall provide the TOPO with copies of all deliverables as requested in the Task Order.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

**Task One –Smart Location Calculator Overview**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall work with EPA and GSA to provide technical assistance using the Smart Location Calculator tool in partnership with GSA regional staff, a state department of general services, and staff from metropolitan planning organization/regional council of governments.

The data to be analyzed will include both Federal facilities identified by GSA staff and state/local facilities identified by the local partners. A significant component of understanding and using the tool is to gather data from local partners and batch it through the Smart Location Calculator. The process for collecting and analyzing this data will be reviewed with the Contractor.

To prepare for providing this technical assistance, the Contractor shall become familiar with the Smart Location Calculator through a demonstration provided by staff from GSA and assistance from EPA staff. It is the intent that the Contractor shall understand how the tool works, how it can be applied, and ultimately organize ideas and data related to the application of the calculator. The expectation is that the contractor shall have a good overall working knowledge of the tool, yet not be expected to run all aspects of the tool on their own.

Within a week of the task order being executed, the Contractor shall participate in a kick-off call with staff from GSA and EPA to review the project and discuss benchmarks.

This task will focus on GSA running elements of the calculator based on data that is only federally available, and collaborating with the Contractor. Given the timeframe and nature of the task, the process for information exchange among the Contractor, GSA, and EPA will include a webinar to review the elements of the calculator, answer any questions and review the project. This meeting shall occur within three weeks from the date the Task Order is executed.

As part of this understanding the Contractor shall prepare a 2-page memo to EPA and GSA explaining their critique and feedback about the model. This memo shall be delivered within two weeks of the webinar where the federal team will introduce the tool to the Contractor.

A secondary aspect of this meeting is for the Contractor to participate in a conference call with the project team. The project team will include staff from EPA, GSA, and representatives from the community or regional partner. Prior to the kick off call, EPA and GSA will determine the regional partner for the pilot, and identify a list of Federal and state participants in the pilot. An agenda for this discussion will be developed by EPA and GSA, with the purpose focused on discussing the scope of using the tool to address core issues in Fresno/Sacramento. The local project team will provide some site specifics, but a majority of that discussion will occur in Task Two.

Within three weeks of the on-site meeting, the Contractor shall develop a brief two-to-three page template memo (or short Microsoft PowerPoint presentation) describing (or illustrating) their approach to using the tool to evaluate opportunities for better alignment of siting decisions with regional sustainability plan objectives. The memo shall also describe approaches to managing data on potential construction, acquisition or lease locations provided by regional GSA staff and the state agency partner. This will include organization of key GIS files and/or

incorporating data tables with addresses into GIS files. Additionally, the Contractor shall describe (or illustrate) how the results produced by the Calculator tool will be summarized and presented to the workshop participants.

**Task Two – Preparation for the On Site Workshop**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Within two weeks of receiving comments from EPA and GSA on the template memo, the Contractor shall make necessary adjustments to the template for presenting results from the calculator tool and participate in a second conference call with the project team. For framing purposes, GSA will collect data and batch process it through the calculator and the Contractor will use this information to create an analysis to better understand local conditions.

The purpose of the call will be to:

1. Identify participants for an on-site workshop;
2. Discuss the most critical regional and local planning documents (provided by the local partner) that the analysis of siting opportunities should consider; and
3. Discuss any barriers or controversies the process should take into account and discuss on site workshop logistics i.e. agenda, timeline, location. The local partner will be responsible for securing a venue and handle all the logistics such as invites, refreshments, seating, and audio-visual equipment.

The workshop shall be scheduled within six weeks from the execution of the Task Order.

Following the call, the Contractor will receive the location data from EPA for the specific sites under consideration. Upon receipt of the data (either tabular with addresses or in a GIS file) the Contractor shall begin using the result from the tool to analyze and summarize the transportation related emission and energy consumption characteristics of the various sites. Data will include: location, leasing information, and ownership. Each of these components will be considered as part of the overall sustainability of the particular site according to the metrics identified through the calculator. Note: All data points relating to Federal facilities, both leased and owned, will be supplied solely by GSA and no such data will be released or added to by the contractor without GSA approval.

Two weeks prior to the on-site workshop the Contractor shall participate in a third call with the project team. The purpose of this call will be to:

1. Discuss the framework and analysis that will be presented at the workshop;
2. Discuss any changes or additions to the data provided to the Contractor by EPA and GSA; and
3. Finalize the participant list and logistics for the workshop.

### **Task Three – On Site Workshop**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor shall travel to the workshop location to deliver the analysis and facilitate a discussion of its implications with the project team in a one and half-day workshop, scheduled for December 9<sup>th</sup> and 10<sup>th</sup>, 2015. The agenda will include:

1. Remarks by federal staff and senior leadership from local partner agencies;
2. Review of the Smart Location Calculator;
3. A work session to explore the functionality of the Smart Location Calculator;
4. A presentation by local partner staff describing the specific sustainability priorities and goals contained within the regional plan referred to in the background section of the SOW;
5. A presentation by the Contractors of the analysis of sustainability opportunities related to facility location; and
6. Group discussion and next steps.

### **Task Four – Follow Up**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Within two weeks of the workshop, the Contractor shall prepare a draft three to five page Summary Memo describing the proceedings of the workshop. EPA will consolidate comments from GSA and local partners and provide a document with one set of mark-ups and comments. Within two weeks of receipt of the draft with comments, the Contractor shall prepare a final Summary Memo. This memo will focus primarily on how the tool can be applied to other metropolitan areas for application and duplication. Lessons learned from the application in the Fresno region will be highlighted in this memo with suggestions and ideas for how to efficiently gather data, run it through the Calculator, and assess the results for a variety of other communities. Focusing on potential variations in community cohort such as capacity, technical knowledge and ability for implementing the results will be considered. Specifics about this memo will be discussed as the project progresses.

**VII. SCHEDULE FOR DELIVERABLES:**

The contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1a	Kick off call (#1)	One 1-hour conference call	Within a week of task order execution
1b	Participate in a webinar to better understand the tool	Webinar	Within three weeks of the task order execution
1c	Understanding and feedback memo	Two page memo in Microsoft Word	Within two weeks after the webinar
1d	Template memo/presentation	Two to three pages in Microsoft Word, or a few slides in PowerPoint	Within three weeks of the on-site meeting
2a	Calls #2 and #3 with planning team	Two 1-hour conference calls	#2: within 2 weeks of receiving comments and #3: 2 weeks prior to the workshop
2b	Make adjustments to the template	Memo or PowerPoint depending on agreed format	Between call #2 and #3
3a	Attend and Facilitate Workshop	Travel and attend workshop (2 people)	December 9 <sup>th</sup> and 10 <sup>th</sup>
3b	Prepare and deliver presentation	20 PowerPoint slides	Final version due for the workshop, with consultation from EPA and GSA
4a	Draft Summary Memo	3-5 pages, Microsoft Word	Within two weeks of the workshop
4b	Final Summary Memo	3-5 pages, Microsoft Word	Within two weeks of receipt of comments from EPA

## VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, Office 2013, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachments

Preferred presentation format: Power Point, Office 2013

Preferred portable format: Adobe Acrobat

Preferred GIS files: ERSI compatible (GDB, not a KML)